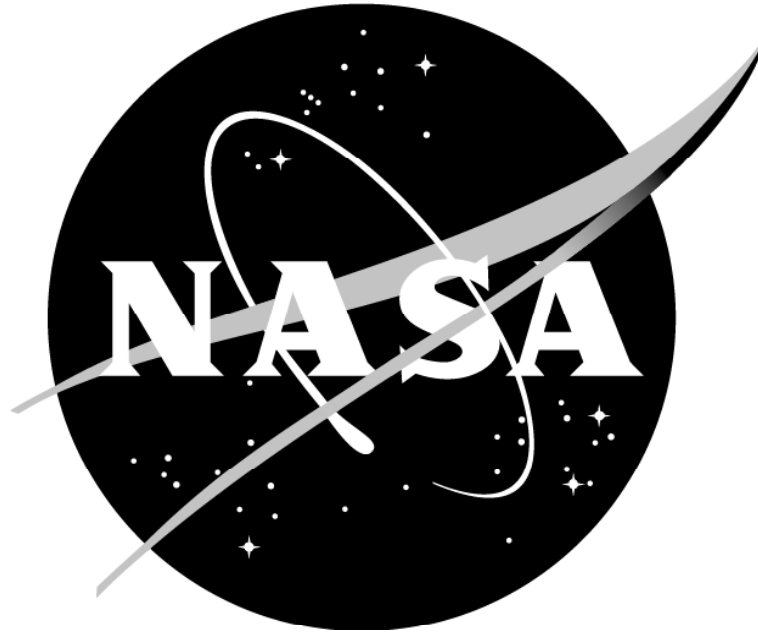


Responsible Office: Code AE/ Office of the Chief Engineer  
Subject: Manage Councils



**Chief Engineer**

**Office Work Instruction**

**Manage Chief Engineer's Councils**

Original Approved by: Mr. W. Brian Keegan, Chief Engineer

Responsible Office: Code AE/ Office of the Chief Engineer  
Subject: Manage Councils

## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/99	
Revision	A	4/10/00	Modified narrative section to enhance clarity (no substantive changes). Changed flowchart symbology to align with recommendations in HCP 1400-1.

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## **1.0 Purpose**

The purpose of this procedure is to document the process used by the Office of the Chief Engineer (Code AE) to manage Councils chaired by the Chief Engineer.

## **2.0 Scope and Applicability**

### **2.1 Scope**

This is the process used by Code AE to manage Code A Councils chaired by the Chief Engineer, as described in NPG 1000.2. Included in this OWI are procedures to chair council meetings and review and update council charters.

This process is controlled by Code AE.

### **2.2 Applicability**

This OWI applies to Code AE.

## **3.0 Definitions**

3.1 Deputy AE. Deputy Director of Code AE

3.2 NODIS. NASA On-line Directives Information System

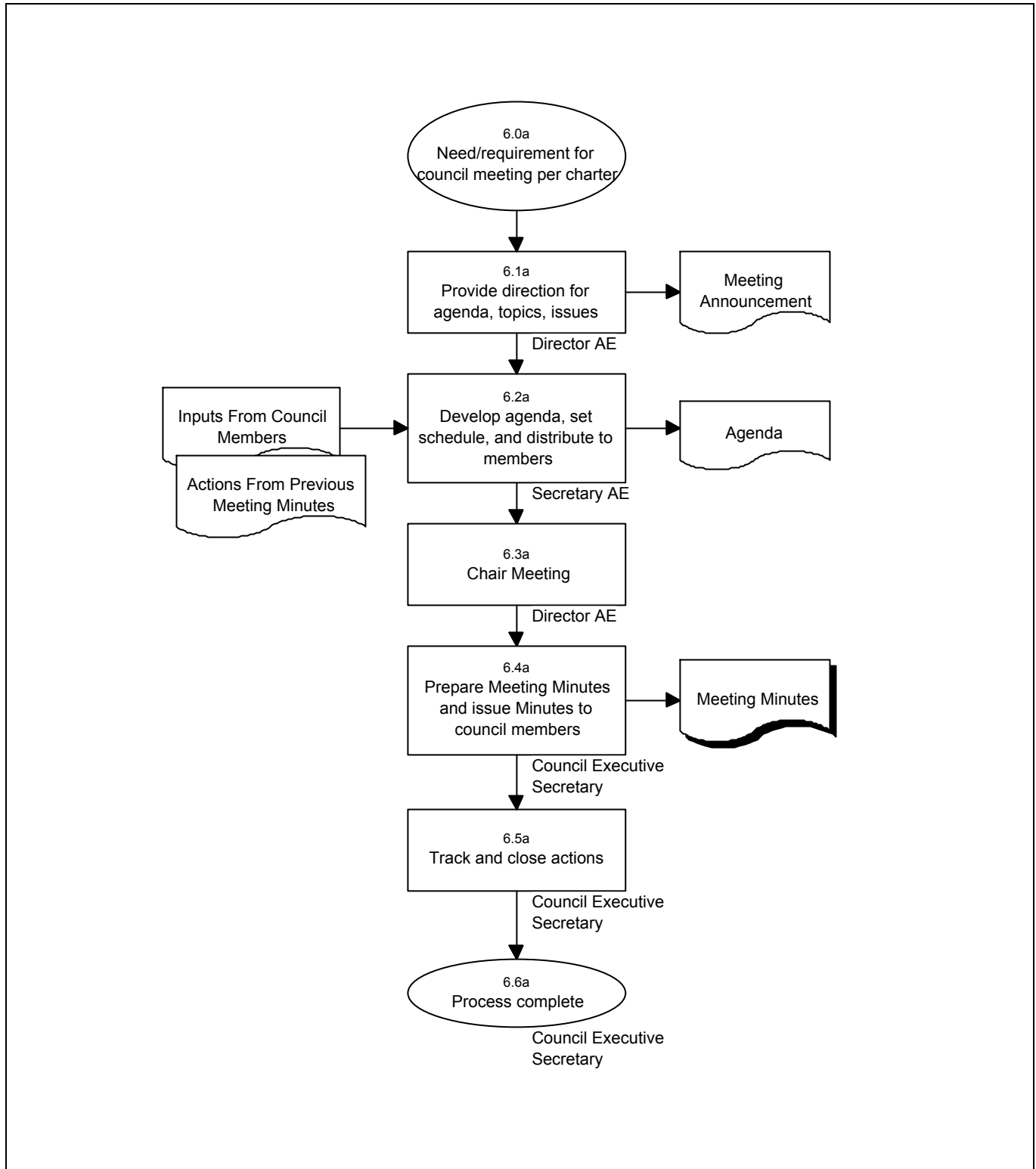
## **4.0 References**

NPG 1000.2 NASA Strategic Management Handbook

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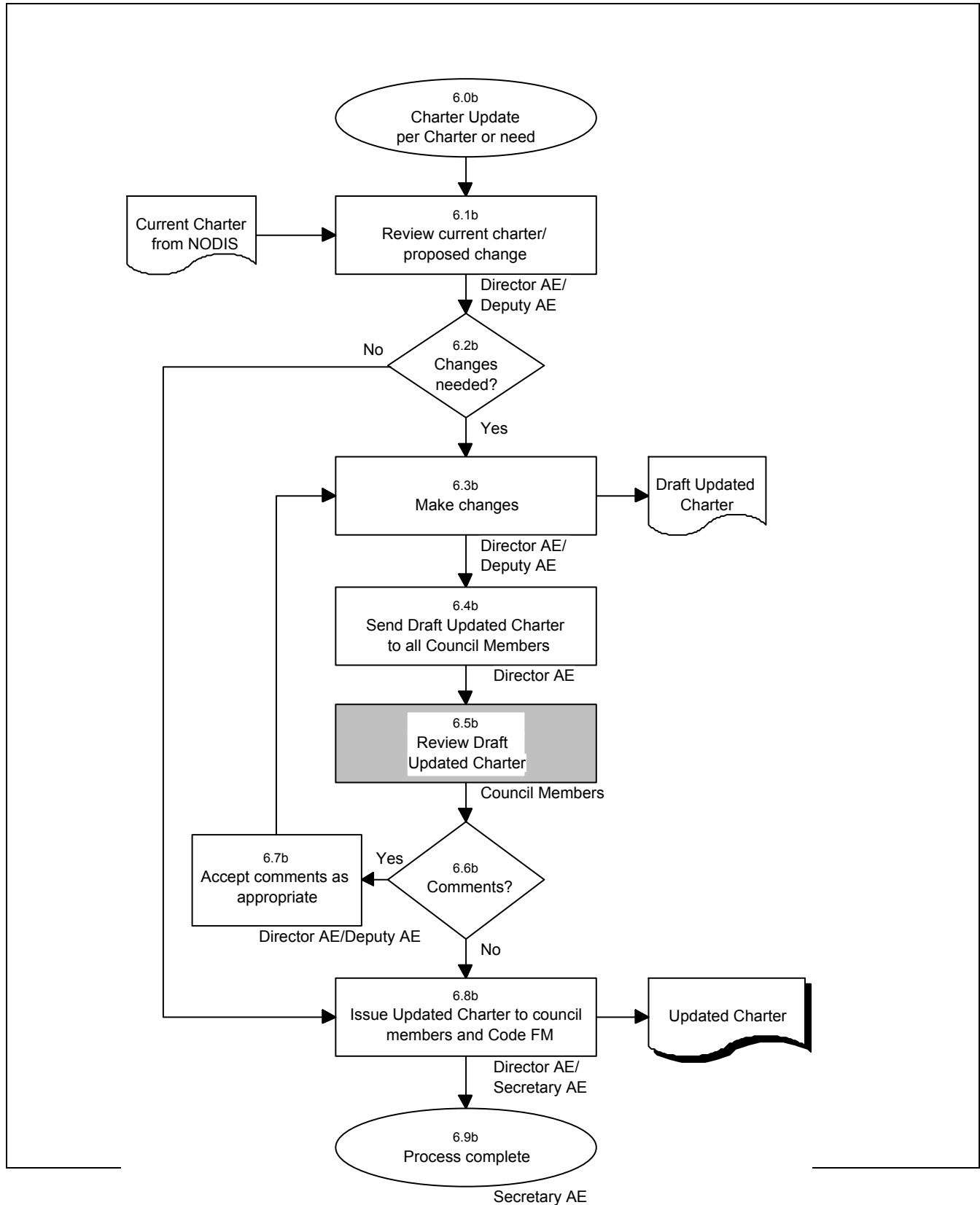
## 5.0 Flowchart

### (a) Chair Council Meetings



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## (b) Review Charters



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## 6.0 Procedure

### (a) Chair Council Meetings

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.0a		The council charter specifies when a council meeting is needed.
6.1a	Director AE	Provide direction for agenda, topics, and issues for secretary AE to generate a meeting announcement and send to council members via email.
6.2a	Secretary AE	Develop the meeting agenda based on inputs from council members, if any, and actions from previous meetings, set the meeting schedule, and distribute them to council members via email.
6.3a	Director AE	Chair the meeting.
6.4a	Council Executive Secretary	Prepare meeting minutes (which include actions) and issue minutes to council members, via e-mail.
6.5a	Council Executive Secretary	Track and close actions. Actions are controlled by the Council Executive Secretaries as either part of the meeting minutes which are each addressed again for status in the following meeting, or tracked and closed in the Executive Secretary's action tracking spreadsheet. Outstanding actions are discussed in the following meeting.
6.6a	Council Executive Secretary	The process is complete.

### (b) Review Charters

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.0b		Charters are valid for a specified, finite duration, and must be reviewed/updated in order to remain valid after the specified duration. A charter may need to be reviewed if a change is proposed.
6.1b	Director AE/ Deputy AE	Review the current charter and any proposed changes.
6.2b	Director AE/ Deputy AE	Determine if changes are needed.
6.3b	Director AE/ Deputy AE	Make the necessary changes to the charter and produce a draft updated charter, labeled "Draft". The draft updated charter shall include title, date, and responsible office.
6.4b	Director AE	Send the draft updated charter to council members.
6.5b	Council Members	Review the draft updated charter.
6.6b	Council Members	Develop comments, if any. Send comments to the Director AE/ Deputy AE for incorporation into a revised draft updated charter.
6.7b	Director AE/Deputy AE	Make decisions on acceptance of comments to accurately convey his intentions for the council. Proceed to step 6.3b for revision.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.8b	Director AE/ Secretary AE	Issue the updated charter to council members with cover memo signed by Director AE. Secretary sends the concurred upon charter to members and Code FM, for input into the charter database. Secretary AE maintains minutes and comments electronically.
6.9b	Secretary AE	The process is complete.

## 7.0 Quality Records

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Record Media</u>	<u>NPG 1441.1 Schedule and Item Number</u>	<u>Retention/Disposition</u>
Meeting Minutes	Sec AE	AE File	hardcopy	Schedule 1, Item 14B1a	Retire to FRC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner.
Updated Charter	Sec AE	AE File	hardcopy	Schedule 1, Item 14A2	Destroy 2 years after termination or dissolution of committee